

City of Tempe  
Development Services Department  
Building Safety Division  
31 E. 5<sup>th</sup> Street, Garden Level  
Tempe, AZ 85281  
Phone: 480-350-8341 Fax: 480-350-8677  
[www.tempe.gov](http://www.tempe.gov)

# Request for Residential Improvement Rebate Application



## Applicant Information - Required

<b>Applicant Name:</b>	<b>Telephone 1:</b> (     )                      Ext: _____	
<b>Applicant's Street Address (refund will be mailed to this address) :</b>	<b>Telephone 2:</b> (     )                      Ext: _____	
<b>Address where Improvements were made (if different than above):</b>	<b>Fax:</b> (     )	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>

## Plan Review, Permit or Activity Number Rebate Requested For:

City Use Only—Line Item Total

<input type="checkbox"/> <b>Plan Review Number(s):</b>		
<input type="checkbox"/> <b>Building Permit Number(s):</b>		
<input type="checkbox"/> <b>MEP Permit Number(s):</b>		
<b>Total Refund:</b>		

## Eligibility Verification - Required

I certify that (check all that apply):

- ☐ I am the owner of and have made improvements to the stated property
- ☐ Permits for improvements were issued after June 30, 2007
- ☐ The property where improvements were made is over 20 years old
- ☐ The property where improvements were made is over 30 years old
- ☐ The property where improvements were made are completed and have received a final inspection from the City of Tempe
- ☐ I have attached the appropriate documentation
- ☐ The improvements were not for a bedroom addition on rental property

<b>Applicant Signature:</b>	<b>Date:</b>
-----------------------------	--------------

## For City Use Only

<b>Back-up Material Submitted (see Reverse for Requirements):</b> <input type="checkbox"/> Copy of Validated Applicant Copy of Application(s) <input type="checkbox"/> Other _____ <input type="checkbox"/> Copy of Validated Applicant Copy of Permit(s)	<b>Requisition Stamp:</b>	
<b>Initials of Staff:</b>		<b>Date Received:</b>
<b>Approved By (Manager/Project Coordinator Signature and Date):</b>		
<b>Permits Plus Updated:</b>		

## INSTRUCTIONS FOR RESIDENTIAL IMPROVEMENT REBATE APPLICATION

### Applicant Information - Required

**Note: We can not process a Residential Improvement Rebate without this information.**

The applicant information/address provided is the name and address that the refund check will be sent to. Incomplete/incorrect addresses will result in lost/returned refund checks.

In order for a rebate to be processed, it is also required to provide copies of the validated applicant copy of the application form and issued permits. The plan review, permit, or activity numbers may be found on the copies of the project submittal form, permits, or applications (as applicable).

The certification of criteria section must be completed for verification of eligibility.

A signature is *required* - unsigned rebate applications can not be processed.

### Rebate Scope & Eligibility

**Requests for rebate of fees may be submitted for:**

- Plan Check
- Building, Mechanical, Electrical, and Plumbing Permits

**Eligibility:**

- Home must be 20+ years old
- Permits for improvement must have been issued after June 30, 2007
- Improvements must have been completed and received a final inspection within one year of permit issuance
- Improvement cannot be for bedroom addition on rental properties

**Fees Not Eligible for Rebate:**

- Investigation fees
- Permits issued for illegal construction
- Renewal fees
- Other permit types (i.e. Engineering, Fire, Water & Sewer)

### Rebate Processing

Rebate processing time will vary, but may take up to 4-6 weeks to process from date of application.

Blank rebate application forms may be obtained on our website at [http://www.tempe.gov/bsafety/Applications\\_Forms/applications\\_and\\_forms.htm](http://www.tempe.gov/bsafety/Applications_Forms/applications_and_forms.htm)

Please contact Development Services at (480) 350-8341, Option 2, with questions about completion of this form or processing of your rebate request.